

ASHFORTH CARES TIPS FOR AN ECO-FRIENDLY WORKPLACE

As part of Albert B. Ashforth's continued commitment to work in harmony with our environment we are suggesting these helpful hints to assist in energy savings in the workplace:

- Remember to turn off the lights when leaving your office at the end of each day. When buying lighting supplies, purchase eco friendly energy efficient lighting. CFL lights use less energy, have a longer lamp life, and produce less heat, thereby reducing heat load.
- Replace inefficient exit signs with high efficiency LED exit signs. LED exit signs operate 24/7 and have lower maintenance costs due to their extended life.
- When buying computers, monitors, printers, scanners etc, purchase energy-saving models with "Energy Star" or "Green Lights" labels on them. Recycle the old equipment.
- During off hours, make sure to power down everything – such as copiers, printers, kitchen equipment and task lights.
- Turn off your air conditioning units on Friday afternoon when leaving for the weekend, or if you know you are going to be out of the office on vacation or for an extended period of time.
- To reduce the amount of paper in the copy room, purchase recycled paper and copy on both sides. (If all offices in the U.S. increased the amount of two-sided copying to 60 percent, we would save over 15 million trees, or 890,000 tons of paper a year!) On average, each ton of recycled paper saves the equivalent of 7,000 gallons of water, 60 pounds of air pollution and 4,100 kilowatt hours of electricity. Once the paper cannot be used again, put it into a recycling bin for collection.
- Unsolicited mail, often referred to as "junk mail" is prevalent not only at home but also in the workplace. Unsolicited mail in the workplace is a profit drain because of the time required to sort through the mail to see what is actually "junk" and what is not. To have your business "delisted" resulting in its removal from marketing directories, publications and/or mailing lists. Call Dunn & Bradshaw's customer service center at 1-800-333-0505 or send an e-mail to custserv@dnb.com.
- Ideas that can be used in any office:
 - Use central bulletin boards to post flyers
 - Circulate one document among several people
 - Eliminate fax cover sheets
 - Edit and proof on the computer before printing
 - Store files on computer disks
 - Reuse file folders and envelopes with metal clasps
 - Print drafts on paper that has already been used on one side
 - Use smaller paper for short memos
 - Use single spacing in documents
- Place a collection bin for aluminum cans and glass and plastic bottles in your lunch/dining area for recycling.
- By using ceramic cups/mugs that can be washed and reused, we don't have to throw away foam paper cups – saving resources and energy and helping decrease the amount of waste that goes into the landfill.
- As an alternative to ceramic, consider biodegradable, compostable, disposable tableware made from 100% bagasse. (sugarcane remaining after extraction of juice from sugarcane) Sugarcane is not only a readily renewable source, but the sugarcane fiber can be turned into products normally made from plastic or paper. Microwave and freezer safe and handles hot liquid up to 200 degrees Fahrenheit.
- Bioplastics are a new generation of biodegradable & compostable plastics, derived from renewable raw materials such as starch (e.g. corn, potato, tapioca) soy protein, lactic acid, etc. and decompose back to carbon dioxide, water in the environment when discarded. Corn starch based products i.e. bags, corn cutlery, cold cups, drinking straws are heat resistant to 120 degrees Fahrenheit and potato and tapioca starch based products i.e. potato cutlery to 220 degrees Fahrenheit. For more information on Bioplastics and Bagasse products go to www.worldcentric.org.

